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NASA Procedural Requirements

COMPLIANCE IS MANDATORY

NPD 1000.3D

Effective Date:
December 03, 2008
Expiration Date:
December 03, 2013

[Printable Format \(PDF\)](#)

Request Notification of Change (NASA Only)

Subject: The NASA Organization w/Change 25 (September 1, 2011)

Responsible Office: Associate Administrator

| [TOC](#) | [ChangeLog](#) | [Preface](#) | [Chapter1](#) | [Chapter2](#) | [Chapter3](#) | [Chapter4](#) |
[Chapter5](#) | [Chapter6](#) | [Chapter7](#) | [ALL](#) |

Chapter 1: General Provisions

1.1 Organizational Standards

1.1.1 The Administrator decides the overall mission and organizational structure of the Agency.

1.1.2 The Deputy Administrator approves changes to mission statements and organizational charts for the Office of the Administrator, the Office of the Inspector General, and the Mission Support Offices (except those offices reporting to the Associate Administrator).

1.1.3 The Associate Administrator approves changes to mission statements and organizational charts for the Office of Safety and Mission Assurance, the Office of the Chief Engineer, the Innovative Partnerships Program Office, the Office of Program Analysis and Evaluation, the Office of Program and Institutional Integration, the Mission Directorates, and the Centers.

1.1.4 Changes to mission statements and organizational charts for Technical and Service Support Centers will be approved by the Deputy Administrator or the Associate Administrator, depending on the Centers' reporting structure.

1.1.5 The Officials-in-Charge of Headquarters Offices (OICs) and Center Directors will approve their mission statements and organizational structures below the level shown on the organizational charts identified in Chapters 4 and 5. The corresponding organizational charts will be maintained by the OIC or Center Director.

1.1.6 Organizational processes, such as ad hoc or temporary advisory groups or positions, will not be identified on the organizational charts. Special working relationships with other organizations will be described in the Special Relationships paragraph of the mission statement but not shown on the organizational chart.

1.1.7 Affected parties, including congressional committees, employees, officially recognized employee unions, suppliers, customers, and supporting organizations should be notified of significant aspects of the organizational change process.

1.2 Terms

1.2.1 INSTALLATIONS:

1.2.1.1 Headquarters is composed of the following:

a. Office of the Administrator. This term includes the following officials:

- (1) Administrator.
- (2) Deputy Administrator.
- (3) Associate Administrator.
- (4) Chief of Staff.
- (5) Associate Deputy Administrator.
- (6) Assistant Associate Administrator.
- (7) White House Liaison.

b. Mission Directorate: A primary implementer of a NASA mission area. Each Mission Directorate is led by an Associate Administrator who leads their respective mission area. Listed in the order they appear on the NASA organizational chart, the current Mission Directorates are as follows:

- (1) Aeronautics Research Mission Directorate.
- (2) Exploration Systems Mission Directorate.
- (3) Science Mission Directorate.
- (4) Space Operations Mission Directorate.

c. Mission Support Office. Headquarters organizations that establish and disseminate policy and leadership strategies within assigned areas of responsibility in support of all NASA programs and activities. Listed in the order they appear on the NASA organization chart, the current Mission Support Offices are as follows:

- (1) Office of the Chief Engineer.
- (2) Office of Safety and Mission Assurance.
- (3) Office of Program Analysis and Evaluation.
- (4) Office of the Chief Financial Officer.
- (5) Office of the Chief Health and Medical Officer.
- (6) Office of the Chief Information Officer.
- (7) Office of External Relations.
- (8) Office of the General Counsel.
- (9) Innovative Partnerships Program Office.
- (10) Office of Institutions and Management.
- (11) Office of Program and Institutional Integration.
- (12) Office of Security and Program Protection.
- (13) Office of the Chief of Strategic Communications.

d. Functional Support Office. Offices that provide functional support to the Agency through their respective Mission Support Offices. Listed in the order they appear on the NASA organizational chart, the current Functional Support Offices are as follows:

- (1) Office of Budget Management and Systems Support.

- (2) Office of Diversity and Equal Opportunity.
- (3) Office of Headquarters Operations.
- (4) Office of Human Capital Management.
- (5) Office of Infrastructure.
- (6) Office of Internal Controls and Management Systems.
- (7) Office of Procurement.
- (8) Office of Small Business Programs.
- (9) Office of Education.
- (10) Office of Legislative and Intergovernmental Affairs.
- (11) Office of Public Affairs.

e. Office of Inspector General.

1.2.1.2 Centers. Primary NASA Field entities, each led by a Center Director. Some Centers have Component Facilities that may be geographically separated from the parent Center. Such Facilities are led by a Manager or Head who reports to the parent Center official.

- a. Ames Research Center (ARC).
- b. Dryden Flight Research Center (DFRC).
- c. John H. Glenn Research Center (GRC) at Lewis Field.
- d. Goddard Space Flight Center (GSFC).
- e. Lyndon B. Johnson Space Center (JSC).
- f. John F. Kennedy Space Center (KSC).
- g. Langley Research Center (LaRC).
- h. George C. Marshall Space Flight Center (MSFC).
- i. John C. Stennis Space Center (SSC).

1.2.1.3 Component Facilities. NASA Installations, with their Component Facilities annotated, are as follows:

- a. Deep Space Network - Goldstone, CA; Canberra, Australia; and Madrid, Spain; (Jet Propulsion Laboratory).
- b. Downey Facility (DF) (OPII).
- c. Ground Network at KSC (GSFC).
- d. Michoud Assembly Facility (MAF) (MSFC).
- e. NASA Management Office (NMO)/Jet Propulsion Laboratory).
- f. Plum Brook Station (PBS) (GRC).
- g. Space Network (White Sands, NM) (GSFC).
- h. Wallops Flight Facility (WFF) (GSFC).
- i. White Sands Test Facility (WSTF) (JSC).

1.2.1.4 Jet Propulsion Laboratory (JPL). A Government-Owned Contractor-Operated facility (GOCO) that is a Federally Funded Research and Development Center (FFRDC) under the terms of a contract with the California Institute of Technology (CalTech).

1.2.1.5 Technical and Service Support Centers. Technical and Service Support Centers provide specialized technical and administrative expertise and support for the following NASA programs, projects, and operations:

- a. NASA Engineering and Safety Center (NESC).
- b. NASA Shared Services Center (NSSC).
- c. NASA Safety Center (NSC).
- d. Independent Verification and Validation Facility (IV&V).

1.2.2 Officials-in-Charge (OIC) of Headquarters Offices. Headquarters Senior Management officials who work in the Office of the Administrator, or lead Mission Directorates or Mission Support Offices. Listed in the order they appear on the OIC distribution list, the OICs are as follows:

- a. Deputy Administrator.
- b. Associate Administrator.
- c. Chief of Staff.
- d. Associate Deputy Administrator.
- e. Assistant Associate Administrator.
- f. White House Liaison.
- g. Assistant Administrator for External Relations.
- h. Assistant Administrator for Security and Program Protection.
- i. Associate Administrator for Aeronautics Research Mission Directorate.
- j. Associate Administrator for Exploration Systems Mission Directorate.
- k. Associate Administrator for Institutions and Management.
- l. Associate Administrator for Program Analysis and Evaluation.
- m. Associate Administrator for Science Mission Directorate.
- n. Associate Administrator for Space Operations Mission Directorate.
- o. Chief Engineer.
- p. Chief Financial Officer.
- q. Chief Health and Medical Officer.
- r. Chief Information Officer.
- s. Chief, Safety and Mission Assurance.
- t. Chief of Strategic Communications.
- u. Director, Innovative Partnerships Program Office.
- v. Director, Program and Institutional Integration.
- w. General Counsel.
- x. Inspector General.

1.3 Line of Succession

In the following order: Deputy Administrator; Associate Administrator; Chief of Staff. The

process for designating an Acting Administrator is set forth at 5 U.S.C. 3345 et. seq.

1.3.1 Under Section 202(b) of the Space Act, the Deputy Administrator shall act for, and exercise the powers of, the Administrator during his or her absence or disability. In the event that the office of the Administrator becomes vacant, the Deputy Administrator shall serve as Acting Administrator immediately and automatically upon occurrence of the vacancy up to the appointment of a new Administrator, Presidential action under the Vacancies Reform Act, 5 U.S.C. 3345, or the expiration of authority under the Vacancies Reform Act. If both the Offices of the Administrator and Deputy Administrator are vacant, or if the Office of the Administrator is vacant and authority for the Deputy Administrator to serve under the Vacancies Reform Act has expired, no individual can serve as the Acting Administrator without Presidential action unless otherwise authorized by law. However, in that event, all authorities of the Administrator that may be legally delegated are delegated to the incumbent official in the following order of precedence: Deputy Administrator; Associate Administrator; Chief of Staff; Center Director for Johnson Space Flight Center; Center Director for Kennedy Space Center; and Center Director for Marshall Space Flight Center. In consultation with the General Counsel, such official exercising authority under this delegation shall also request Presidential action for the appointment of an Acting Administrator.

1.3.2 OICs of Headquarters Offices and Center Directors: Whenever an OIC or Center Director is unable to perform assigned duties, the permanently assigned incumbents of the positions listed in the Line of Succession of each mission statement (Chapters 4 and 5) are authorized to serve, in the order listed, in an acting capacity for the OIC or Center Director and to carry out all functions, powers, and duties of such position except the duty of the OIC or the Center Director to succeed to any other NASA position, pursuant to laws and emergency authorities.

| [TOC](#) | [ChangeLog](#) | [Preface](#) | [Chapter1](#) | [Chapter2](#) | [Chapter3](#) |
[Chapter4](#) | [Chapter5](#) | [Chapter6](#) | [Chapter7](#) | [ALL](#) |

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